



## OFFICE OF THE CITY CLERK

City Hall, 500 Broadway  
Chelsea, MA 02150

Fax: 617-466-4059

dclayman@chelseama.gov

## Name of Organization

Address of organization or sponsor

Telephone number

Contact person

Contact person's address

Contact person's telephone number and email address

Type of event

Location of event (See attached "Park Fees" List)

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Date of event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Is event co-sponsored by the City of Chelsea? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will event generate admission fee or revenue?	admission fee	revenue
Yes		
No		

Estimated number of participants:	adults	youths
100	50	50

Will amplification be utilized?                      yes                      no

Will you provide any music or entertainment? ☐ yes ☐ no

If yes, please describe: \_\_\_\_\_

(You must obtain from the City Clerk's Office and complete an Amusement/Entertainment License Application.)

Will there be any use of machinery powered by gasoline, diesel or electricity? ☐ yes ☐ no

If yes, please specify usage: \_\_\_\_\_

Will there be any type of combustible liquids at the site?  
☐ yes ☐ no

If yes, please describe: \_\_\_\_\_

Will you be barbecuing or preparing food at the site?

☐ barbecuing ☐ preparing food

Will food or beverage be provided? ☐ yes ☐ no

If yes, give description of food: \_\_\_\_\_

If yes, will food be: ☐ given away ☐ sold

Will anything else be sold at the site? ☐ yes ☐ no

If yes, give provide description of items to be sold:

\_\_\_\_\_

Will you require access to water at the site?

☐ yes ☐ no

Will you require lighting or access to electrical outlets?

☐ yes ☐ no

Will you require use of rest rooms, if available?

☐ yes ☐ no

Please list any additional special requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any activities not specified in this application may result in revocation of your Permit for Use of Chelsea Parks and Public Land for Public Events and/or denial of any future permit.

Please note that team roster, including names and addresses, and schedule of activities/events must be submitted with this application.

*I have read the Rules, Regulations and Procedures governing public events and the use of public land, and agree to abide by the Rules, Regulations and Procedures and will be responsible for any damage to equipment, furnishings, or said permitted facility.*

*I understand that failure to follow said regulations and procedures may result in revocation of said Permit and/or denial of any future Permit.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Organization)  
(Location)  
(Event Date)

*To be endorsed by department head, or designee, along with  
department's requirements and comments:*

Comments:

\_\_\_\_\_  
Department of Public Works

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
School Department

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Department of Inspectional Services

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Police Department

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Traffic Commission

\_\_\_\_\_  
Date

## PARK FEES

The following park fees are applicable to adult leagues/groups only, and exclude youth leagues/groups. Payment must be submitted to the Office of the City Clerk by check or money order only, payable to the City of Chelsea, prior to the scheduled event/activity:

- 1) Highland Park:
  - \$35 per hour for basketball court
  - \$85 per hour for soccer field
- 2) Voke Park - \$35 per hour
- 3) Carter/Merritt Park - \$25 per hour
- 4) Bosson/Quigley/Polonia/Washington Ave. Park - \$20 per hour



Deborah A. Clayman  
City Clerk

**City of Chelsea**  
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**PROCEDURES, RULES AND REGULATIONS**  
**FOR THE USE OF CHELSEA PARKS**  
**AND PUBLIC LAND FOR PUBLIC EVENTS**

These procedures and regulations are promulgated to section 1.14-A of the Administrative Code of the City of Chelsea involving property management and shall be adhered to in order to obtain a permit for the use of public parks and public land for public events. Failure to properly complete these requirements may result in denial or termination of permit(s).

1) Complete an **Application for Permit for Use of Chelsea Parks and Public Land for Public Events**. Said application can be obtained from the Office of the City Clerk, City Hall, 500 Broadway, Room 209, Chelsea, MA. **Applications must be submitted at least two (2) weeks (14 calendar days) prior to the event.** **For large events, which attract over 100 people, applications must be submitted at least four (4) weeks prior to the event.**

2) Any questions concerning the issuance of permits for an event will be initially addressed by the Office of the City Clerk.

3) Certain events may necessitate the issuance of more than one permit from more than one department, depending on the nature of the event.

4) Comments of various City department heads, as indicated on page 3 of the Application for Permit for Use of Chelsea Parks and Public Land for Public Events, will indicate the requirement for such additional permits and any additional required assistance (i.e., police details, fire details, etc.) for events such as parades, marches, festivals and/or carnivals, or large recreational or sports events. **It will be the applicant's responsibility to secure all additional required permits, and obtain endorsement of all applicable department heads, as indicated on the permit application.** No Permit will be issued without endorsement of all applicable department heads.

5) In some cases, fees may be required for the issuance of licenses and/or permits, deployment of city personnel, and/or for the use of city land, property or services.<sup>1</sup> Full payment must be made directly to the particular department involved. If the cost is expected to be high (\$200 or more), it may be necessary to secure a bond for the amount estimated. Failure to pay costs promptly may result in loss of privileges for future use of the parks and/or public land.

6) If food is to be served, or if any items are to be sold during the event, proper permits must be obtained from the Department of Inspectional Services and/or the Licensing Commission prior to the event.

7) If it is expected that a gathering of 100 or more persons be expected, a police detail may be required. Applicants are required to make necessary arrangements with the Police Department.

8) If the Fire Department is to provide any type of services, a fee for services may be required. Applicants are required to make necessary arrangements with the Fire Department.

9) If the Department of Public Works is required to open City Hall for the use of the building, or any part of the building, or is to provide any type of service or personnel, a fee may be required. Applicants are required to make necessary arrangements with the Department of Public Works.

10) When the above requirements are properly completed, a Permit will be issued by the Office of the City Clerk. Full payment of rental fee(s), if applicable, will be required by the date the Permit is issued. No cash payments will be accepted; check or money order only.

11) After approval and issuance of a Permit, any change in plans must be reported as soon as possible to the Office of the City Clerk and any other City department affected by said change in plans.

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<sup>1</sup> See attached list of park fees.

- 12) The City reserves the right to deny or revoke a permit at any time.
- 13) Certain procedures, licenses and/or fees may be waived for groups or events which are sponsored or cosponsored by the City of Chelsea.
- 14) All permits must be at the site during the event and readily available to any member of the Office of the City Clerk, Department of Public Works, Police Department, Fire Department and/or Department of Inspectional Services.
- 15) The permitted hours of operation for the event must be strictly adhered to.
- 16) The sale or consumption of alcohol is prohibited. Special permits for alcohol may be requested from the Chelsea Licensing Commission.
- 17) Open fires are prohibited. Food cooking or the sale of food of any type is prohibited unless proper permits have been secured.
- 18) All litter created by the applicant must be picked up and put in proper receptacles. If city personnel are required to clean up after an event, the applicant will be billed for services.
- 19) All equipment belonging to applicant must be removed at the completion of the event.
- 20) Driving on park property is not allowed except as authorized by the Office of the City Clerk.
- 21) Parking is only allowed in designated parking areas.
- 22) The City of Chelsea assumes no liability for injury to persons using City property, pursuant to a permit issued to any organization or person. The City further accepts no liability for injury or damage caused by use of equipment on City property.
- 23) Park permit fees will be determined by the City Clerk, subject to approval by the City Manager.
- 24) The specific departments involved in issuing permits or supplying services and/or labor will determine other relevant fees.



25) No person or organization shall demonstrate, picket, make speeches, march, hold vigil, or undertake other like forms of conduct which involve the communication or expression of views of grievances or the free exercise of religion, the conduct of which has the effect, intent or propensity to attract a substantial crowd of on-lookers, participants or counter-demonstrators, unless a permit therefor has been obtained from the Office of the City Clerk.

26) Said permit as set forth in paragraph 25 above, shall be for one event only and shall not issue for a series of demonstrations, pickets, speeches, marches, vigils, sermons or other like forms of conduct. Single permitting will ensure access for all groups requiring use of public space. Single permitting will also ensure that the individual's right to free exercise of religion, not conflict with the municipality's separation of church and state requirements.

27) The Office of the City Clerk reserves the right to modify a permit as to time, place and manner to facilitate crowd control in order to protect the public safety and relieve congestion. In doing so, the Office of the City Clerk may require the applicant to accept alternative channels of communication and demonstration. If an alternative is required, the Office of the City Clerk will require the least restrictive alternative.

28) No authorization shall be granted for public speaking within one hundred (100) feet of a residential dwelling before 9:00 a.m. or shall be granted which otherwise conflicts with the Noise Control Ordinance; section 2-16 of the Revised Ordinances of the City of Chelsea, effective January, 1995, incorporated herein by reference.

29) Portions of parks, recreation areas and the city hall environs which carry out special functions, such as flower beds, swimming facilities, etc., or which are intrinsically unsuited for speech activities, shall not be available for such use.

30) The Chelsea Police Department who may be required to disband the permitted activity shall make enforcement of these regulations. Violations of these regulations may result in the denial of future permits.

31) Permits may also be denied on the following grounds: 1) when the sole purpose of the activity is the advertising of any product or event, or is designed to be held for private profit;

2) where the activity is of such a size or nature that it will require the diversion of such a number of police officers to properly police the activity that allowing the activity would deny reasonable police protection to the rest of the City.

32) Grievances arising out of any aborted activity prematurely terminated by the police, or permit denial, may be brought to the attention of the City Clerk of the Office of the City Clerk. If unresolved, the grievant may request a hearing before the City Manager.

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